Section 12.5 FUNCTIONS MENU
Earnings History
Hours Tab

Purpose	This section describes the procedures for a user to inquire on hours by using the **Hours** tab. The tab displays all hour information from January 1996 to March 29, 2001 with rate and amount for the selected employee.
Tab	Hours
Reminders	**1.** The Hours tab is accessed through the F<u>u</u>nctions, Earnings <u>H</u>istory items on the Menu bar. **2.** Users can choose to view information in detail or summary form. When the summary form is chosen, the titles of the individual windows will change to include summary (i.e., Hours window becomes Summary Hours window). **3.** The Earnings History Hours displayed are the hours types as paid in the Personnel Payroll Information System of Michigan (PPRISM) prior to implementation of the Human Resource Management Network (HRMN). The additional hours types recorded in DCDS are not specifically identified (Holiday, Jury, Military, etc.).
References	*No specific references*

Issue Date: **March 26, 2001**

MAIN HRS

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Earnings History

DCDS *Procedures Manual*

*Section 12.5 - **Hours Tab***

Hours Tab

The following window is displayed when the required selection criteria information has been entered and the Hours tab is selected. The fields displayed are described on the following page.

DCDS 32					_	₉	X
File	Edit	Options	Functions	Params	Reports	Window	Help

MAIN HRS - Earnings History   _ □ X

Selection	All Info	Compensation	Deductions	Hours	GPAs

SSN: 590-10-1877   **Name: Charania, Christloe P**
Detail Information for Pay Period Ending: 10/02/1999 PP No 21

Hours

Detail Information for Pay Period Ending: 10/02/1999 PP No 21

SSN: 590-10-1877   **Name:**   Charania, Christloe P

Hours Type	Description	Hours	Rate	Amount
REG1	1st Shift - Straight Time	80.0	21.69	$1,735.52
Totals:		80.0		$1,735.52

<=	<	>	=>		Close

Ready

Earnings History
Hours Tab

The following information is displayed:

Field Name	Description
Hours Data /Summary Hours Data Window	
Pay Period, SSN, Name	The pay period ending date and number, employee's Social Security Number and name.
Hours Type	Type of hours for which employee was reported.
Description	Description of the employee's hours type.
Hours	Number of hours reported for each hours type.
Rate	Employee's rate of pay. **Note:** The rate that displays for pay periods that have hours recorded in the old and new fiscal years (i.e., Split Pay) is a composite of the rate between the old and new year. The computation is based on the number of hours worked for each "Hours" type in each fiscal year. The actual new fiscal year pay rate appears as the Base Rate in the General Information portion on the "All Info" tab.
Amount	Employee's earnings amount by hours type.
Totals	Totals for hours and amount.